

STATE OF HAWAII
DEPARTMENT OF COMMERCE & CONSUMER AFFAIRS
BUSINESS REGISTRATION DIVISION



BusinessActionCenter
Email: bac@dcca.hawaii.gov
Website: www.getstartedhawaii.com
(See Back of Flyer for Locations)



ONE-STOP SHOP FOR BUSINESS REGISTRATION

Department of Commerce & Consumer Affairs

- Register a business (required, unless it's a sole proprietorship)
- Register a Trade Name (for a term of 5 years; \$25 until further notice)
- Register a Trade Mark
- File an annual report (required for all business entities to stay in good standing)
- Make changes to your business' information on record with DCCA

Department of Taxation

- Apply for a General Excise Tax License: Hawaii's basic business license
 - One-time \$20 fee; no annual renewal
 - Must be issued to the taxpayer/entity
- Make changes to your GET license account information (addresses, owners, etc.)
- Get information on how and where to file your GET returns
- Get forms and some of the most popular state tax publications

Department of Labor & Industrial

- Register as an employer
- Get information on insurance coverage requirements

Federal Internal Revenue Service

- Get information on how to obtain a Fed. Employer ID Number (FEIN)
- Or use our computers to apply for one at our office (with our assistance)
- Get some of the most popular IRS federal tax publications

Other Licenses & Permits & Information

- Ask about other state and county agencies that issue licenses & permits
- Get one of our government requirement sheets pertaining to your business/industry
- Find out about more resources available to small businesses

LOCATIONS

OAHU

1130 North Nimitz Highway
Second level, Suite A-220
Honolulu, Hawaii 96817
Phone: (808) 586-2545
Fax: (808) 586-2544
Hours: 7:45am – 4:30pm, Monday - Friday

From the Neighbor Islands,
Dial extension 6-2545# after calling one of these toll-free numbers:

Kaua'i County, call 274-3141
Hawai'i County, call 974-4000
Moloka'i or Lana'i, call 1-800-468-4644
Maui County, call 984-2400

MAUI

Maui Mall
70 E.Kaahumanu Avenue, Unit B-9
Kahului, Hawaii 96732
Phone: (808) 873-8247
Fax: (808) 871-9160
Hours: 7:45am - 4:30pm, Monday – Friday

HILO

100 Pauahi St., Suite 109
Hilo, Hawaii 96720
Phone: (808) 933-0773
Fax: (808) 933-0778
Hours: 9:30am to 3pm, every 1st and 3rd Thursday of the Month
*****Please call to confirm as our schedule is subject to change*****

MOBILE APP



Access our mobile app to search for a business, find information, and order business registration documents. Go to business.ehawaii.gov (QR code to the left) on your mobile device and a mobile version of the DCCA Business Registration Division website will automatically be displayed.